

2007 Application – FACILITIES INTERN

Applicant Name		School			
Address During School Year		Permanent Address			
Address:		Address:			
City:	Zip:	City:	Zip:		
Phone:		Phone:			
E-mail address:					
Emergency contact:		Phone:			
Relationship:					
Work phone:					
I can receive calls at work: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, best time to call:					
Academic Standing					
January 2006 standing: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior Other (describe)					
Expected graduation date (month and year):					
Academic major or concentration:					
Academic minor or concentration:					
Honors:					
Relevant course work:					
Faculty sponsor:		Phone:			
Sponsor's Address:		E-mail:			
Faculty signature:		Date:			
Applicant signature:		Date:			

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Relevant Work Experience: Include additional experience in résumé.

Position: _____ to _____
(Beginning and ending dates)

Duties: _____

Position: _____ to _____
(Beginning and ending dates)

Duties: _____

Relevant Volunteer/Community Activities: Include additional experience in résumé

Position: _____ to _____
(Beginning and ending dates)

Duties: _____

Position: _____ to _____
(Beginning and ending dates)

Duties: _____

Relevant School Activities: Include additional experience in résumé

Position: _____ to _____
(Beginning and ending dates)

Duties: _____

Position: _____ to _____
(Beginning and ending dates)

Duties: _____

Computer Skills:

Software

Hardware

Other Special Knowledge and Skills: (i.e., second language)

Written Essay: Please use a separate paper for this exercise. Limit your essay to one double-spaced typed page. Essay: Explain how an internship with the Office of Legislative Facilities would fit in with your career and educational goals.

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Legislative Internship Program – Facilities Internship Application Requirements & Instructions

Please carefully read through ALL the information below:

Submitting an application: Consult your campus intern coordinator for school application deadlines. (Some schools screen applicants before referring them to the program and have an earlier application deadline.) Because requirements differ among schools, interested students should contact their school advisors early. In most cases the school intern coordinators will collect and forward application materials. All materials are due in Olympia on October 30 in the year prior to the session for which you are applying. Late applications will be held for possible review. Generally, interviews take place on campus in November. Applicants will complete a short writing exercise in connection with the interview.

Applications are received by House and Senate intern coordinators who determine acceptance and placement. The application review process takes into consideration the applicant's academic qualifications, work experience, recommendations, writing samples, and personal interview. Additional materials required: In addition to the application, the following are required: cover letter, resume, written essay, and two letters of recommendation. (Include name, address, and telephone number of the people writing the letters of recommendation.) One letter should be from a faculty member and speak to the applicant's skills and abilities. The second letter should address the applicant's character and be from a personal acquaintance (i.e., long time friend, high school teacher, scout leader, etc.) **Applicant must arrange for a faculty sponsor.**

For more information:

Judi Best best.judi@leg.wa.gov
Senate Intern Coordinator
P.O. Box 40482
Olympia WA 98504-0482
360-786-7451

Send a signed application (**DO NOT E-MAIL**) and other materials to:

Senate Intern Coordinator
P.O. Box 40482
Olympia, WA 98504-0482

Required for Complete Application:

- ☐ Application
- ☐ Written Essay
- ☐ Current Resume
- ☐ Cover Letter
- ☐ Faculty Reference Letter
- ☐ Personal Reference Letter

The Washington State Legislature is an equal opportunity employer. Persons needing assistance with the application process or who need the application in an alternative format should contact.

Senate Intern Coordinator: 360-786-7451
House Intern Coordinator: 360-786-7993
Legislative TTY Hotline: 1-800-635-9993